

# California Walk/Bike Technical Advisory Committee (CWBTAAC)

## Meeting Notes

February 13th, 2019

### Welcome and Introductions

#### In-Person

Abigail Flores  
Kathleen Naoum  
Rye Baerg  
Tracy McMillan  
Esther Rivera  
Kirin Kumar  
Johnathan Matz  
Victoria Custodio  
Megan Johnson  
Chris Dougherty  
Jennifer Rice  
Ryan Silber  
Linda Khamoushian  
Michelle Mowery  
Scott Taylor  
Martha Vasquez

#### Phone

Margot Ocañas  
Josh Wolf  
Marven Norman  
Greta Akins  
  
Caltrans Staff  
Ellen Greenberg  
Jeanie Ward-Waller  
Ali Doerr  
Paul Moore  
Jessi Downing  
Anika Jesi  
Dustin Foster  
Gulalai Ahad – via VTC  
Rebecca Mowry – via VTC  
Anton Clark -via VTC  
Patrick Tyner – via phone

#### CalSTA

Marlon Flournoy

#### Absent

Dave Campbell  
Keith Williams (Weather-related absence)  
Amy Pendergast (Weather-related absence)

## 1. Subcommittee Report Out

### a. Standing Legislative Subcommittee

- Contact [Esther Rivera](#) for details and efforts underway by this subcommittee
- Bills to watch that impact active transportation:
  - a. [SB 127](#) (Weiner) Complete Streets Bill
  - b. [SB 59](#) (Allen) AV interagency workgroup
  - c. [AB 148](#) (Quirk-Silva) RTP, SCS
  - d. [AB 172](#) (Veopel) Speed Setting in Rural Areas
  - e. [AB 40](#) (Ting) Zero-emission vehicles, comprehensive strategies
  - f. [AB 254](#) (Quirk-Silva)- Alternative Flexible Fuel Vehicles
  - g. [AB 313](#) (Frazier) Road Maintenance and Rehab Account, UC Reports

To be discussed during next call:

- h. [AB 285](#) (Friedman) California Transportation Plan
- i. [AB 313](#) (Frazier) Road Maintenance and Rehab Account, UC Reports
- j. [SB 50](#) (Weiner) planning & zoning: equitable communities' incentive

Discussion:

- AB 2363 Toward Zero Fatalities Task Force will be established in the coming months, would it be appropriate/valuable to nominate a CWBTAC member to represent this group?
  - o See follow up email from Jeanie recommending that individual organizations make requests directly to CalSTA to join the Task Force
  - o Point of clarification - Caltrans staff facilitating the CWBTAC will not weigh in on legislative discussions with CWBTAC members, subcommittee reports are for information only
- Caltrans staff has been presented with the opportunity to have a presentation from Michael Williams on [advisory bike lanes](#). CWBTAC members would like to know what committees or staff have already heard from Michael on this item and will consider a presentation from Michael as a topic on a future agenda.
  - o Are they approved by the FHWA experimental process? Would need agencies to express interest in experimenting with the treatment.
  - o May be a section in the draft AASHTO Bike Guide on Advisory Bike lanes

**\*\* Action: Next legislative subcommittee call Thursday, March 7<sup>th</sup> at 8am**

**\*\*Action: Jeanie will follow up with Michael Williams on his presentation on advisory bike lanes and identify which other committees or staff at Caltrans he's already spoken with**

#### b. [Ad-hoc Design Subcommittee](#)

- Design subcommittee convened for the first time in late January
- Megan Johnson was chosen as chair of this committee
- Contact [Megan Johnson](#) for meeting details and efforts underway by this committee
- The group discussed a need for planning/scoping guidance on bikeway facility types
- The CWBTAC will be organizing a tour of completed parking-separated bikeways in Sacramento during May meeting to experience parking-separated bikeways

Discussion:

- When is the next update to DIB 89 expected?
  - o Next revision of DIB 89 planned for January 2020
  - o Division of Design aims to have a draft by July to allow for review by management
- Share information discussed at the CWBTAC with the [Active Transportation Research Center](#)
- Division of Design and Local Assistance is currently working to create web-based trainings

## 2. [Project Development Teams](#)

Gulalai Ahad presented a high-level overview of Project Development Teams based on guidance in the Project Development Procedures Manual: <http://www.dot.ca.gov/design/manuals/pdpm.html>

Discussion:

- Is the PDT required as part of the NEPA process? Or in addition?
  - o PDT's are required on every project separate from the environmental process
- Can you give an example of the difference in projects that would have a formal PDT?
  - o Formal/informal structure described in Chapter 5 of PDPM
- Are there any requirements for considering Complete Streets within the PDT?

- Not at this time, elements are considered project by project
- Are the members or decisions made by PDT's tracked?
  - Project Engineers are responsible for leading/documenting discussions by PDTs, but there is no method or database for tracking all PDTs
- How do PDTs resolve scope challenges on projects?
  - Focus Groups are formed to resolve issues and visit the project to develop solutions
- Are project development documents open to the public?
  - Project Manager or PE is responsible for taking meeting notes and saving in the Project History File. The public can always provide input to projects, either through local agencies or directly to the Caltrans Project Manager
  - There is a formal process for requesting project information through public records requests
- What collision data is used by PDTs, data collected by the locals or the state?
  - Question for Traffic Operations, could invite them to a future meeting
  - PDT is generally located at the Districts, HQ staff is included if additional expertise is needed
- Local agencies have not been invited to participate on PDTs for several local projects affecting their community. How do they ensure that they are invited?
  - Up to local agencies in each district to review projects upcoming in their jurisdiction
  - DOTP publishes PID's for each of the Districts: [Office of Programing & Project Planning](#)
- What is the timeline to establish the PDT?
  - There is not a deadline in the PDPM for establishing the PDT, but usually happens quickly after project is programmed

**\*\*Action: Email Jeanie about feedback for PDT's and any questions you may have. CWBTAC members are interested in further discussion on PDTs and complete streets considerations.**

### 3. Complete Streets Elements Toolbox

Dustin Foster presented an overview of the [Complete Streets Elements Toolbox](#) and requested feedback from members in the CWBTAC. *Note: Toolbox reflects existing design guidance provided by Caltrans and FHWA*

Discussion:

- How do we find out who our District CS coordinator is?

**\*\*Action: Ali will share District contacts list with CWBTAC members**

- Who is the intended attendance of the Toolbox?
  - Complete Streets lead from the District and PID Team
- Is there a shared database for SHOPP and the ATP Program?
  - Data is reported and collected differently, so it would be difficult to combine in one database
  - Request for more clarification on how complete streets elements are tracked
- For the Strategic Management Plan we set performance measures on the number of projects that include CS elements and total CS elements on our projects, we recognize limitations of these metrics in tracking more comprehensive multi-modal projects. Metrics may be updated in the next SMP which will begin development later this year
- Recommend that ADA mandated elements or other state/federal required elements should not be counted toward CS performance measures

- Difficulty calculating the percentage cost of incorporating complete streets into each project
  - o Complete Streets cost- estimator tool being developed by DOTP SMAT Branch
- Dustin kicking off Road Show for Complete Streets Elements Toolbox starting in March 2019, focused on Caltrans staff at this time but may be expanded to a public audience in the future
  - o Toolbox can be updated any time, feedback/comments are welcome

Resource: [Corridor Planning Guidebook](#)

**\*\*Action: Jeanie will forward Keith's questions on the Toolbox to the group**

**\*\*Action: CWBTAC members asked to send comments to [Dustin.foster@dot.ca.gov](mailto:Dustin.foster@dot.ca.gov) regarding CS Elements Toolbox**

#### 4. Complete Streets Center of Excellence

Jeanie Ward-Waller and Ali Doerr presented on the Complete Streets Center of Excellence.

- What are the barriers the Center is identifying?
  - o Some are institutional barriers and still need to be vetted through executive management
- Center of Excellence resources could be helpful for local agencies as well as Caltrans staff, also Dustin's roadshow. Caltrans should consider making these resources publicly available
- Caltrans staff is making sure these concepts are getting into all the training in the Department
- Update to [DD-64](#)?
  - o Early discussions around updating policy, but that won't fix all the issues
- What about audits/review of PIDs for complete streets elements?
  - o Starting to pull out best practices for our PIDs, not intending to necessarily change projects already programmed, also looking at completed projects to find examples
- Is there a complete streets coordinator for all Districts?
  - o Not necessarily, depends on District what roles planning or local assistance staff have

#### 5. Interim Location-Based Needs Chart

Anika Jesi presented on an early draft guideline of how to scope bikeways and sidewalks based on location-based conditions, to form a baseline for Active Transportation Plans

- Caltrans staff are working toward performance targets for bikeways and sidewalks in the Asset Management framework
- Location-Based Needs chart based on guidance from FHWA and other states
- Separate out Urban and Suburban and Rural contexts
  - o Sidewalk width guidelines are based on HDM
- Can you include additional elements like vegetated zones in the recommended guidelines?
  - o Currently we are focused on identifying needs for bikeways and sidewalks, but will consider
- Other resources to refer to: Highway Capacity Guidelines, NACTO, ITE – Guide for Designing Urban Thoroughfares
- Level of traffic stress should also be a consideration, also auto lane widths

**\*\*Action: CWBTAC members are invited to share available research or other guidelines that could be useful as a reference with [Anika.jesi@dot.ca.gov](mailto:Anika.jesi@dot.ca.gov)**

**\*\*Action: Share updates on research underway by the [Division of Research, Innovation and System Information \(DRISI\)](#)**

## 6. Marvin Buade Project in LA County

Presentation by Abigail Flores showcasing a recently completed project in LA County

## 7. Wrap-Up/Future Meeting Topics

- Take ideas off the list that were already discussed unless we will be providing updates
- Electric Scooters
  - o Suggestion to reach out to the City of Oakland
  - o Chris D could share about [West Sacramento's](#) efforts surrounding micro mobility
- Jeanie – Invite Traffic Operations to present on the manual for setting speed limits
- Upcoming reports by UC Davis on speeds
  - \*\*Action: Follow up with Tracy on upcoming webinar**
- Rural Speed Limits – Reach out to UC Davis, Published in June
- SCAG Workshop **\*\*Action: Rye will share details with Jeanie**
- New Mobility & AV could be discussed at the same time, though Caltrans doesn't have key efforts underway yet on AVs
- Chris D: West Sac Project Spotlight
- Maintenance Manual work when draft developed
- Presentation on available state grants for transportation
- Data, what are people using?
- US Bicycle Route system
- Chris present at upcoming meeting on "Level of Traffic Stress Analysis"

### Homework for CWBTAC members:

- Continue to review and provide feedback on the [Complete Streets Elements Toolbox](#) – Via survey link or directly to [Dustin Foster](#)
- Review DIB 89 and provide feedback. Share with Design subcommittee to consolidate comments

Meeting logistics: Request from Caltrans staff to move meetings back to 1120 N St.

- Is there a way for District BAC/PAC's to share with the CWBTAC?

**\*\*Action: Reach out to Districts for feedback on local bike/ped advisory committees and update the group during our next meeting**

- Traci Canfield from Sacramento Regional Transit has resigned from CWBTAC due to new role
- CWBTAC members requested a new member with a transit agency perspective

**\*\*Action: Update charter at next meeting on specific representation in CWBTAC seats**

Notes: Meeting materials will be kept up to date at California Walk Bike Technical Advisory Website:  
<http://www.dot.ca.gov/sustainability/cwbtac.html>